

Document Header Information

Document Type:	Vch	Document Name:	VCH173631
Travel Authorization Number:	TAA05HP3	Trip Name:	Presentation to American Law Institute
TA Date:	02/16/18	Currency:	USD
Organization:	EPAR01ORA	Current Status:	PAID
Purpose:	4-SPEECH OR PRESENTATION	Document Detail:	Provide presentation to American Law Institute on EPA priorities and initiatives. Alex is accepting ALI's offer of one night of lodging 2/7 which is approved by OGC Ethics. Washington Plaza Hotel - Confirmation #: (b) (6) Alex is lodging the rest of her trip with family. 3rd Party Billing Form will be submitted to the travel help desk via email
Type Code:	TEMPORARY DUTY		

Traveler Profile

Name:	DUNN, ALEXANDRA D	TID:	(b) (6)
Organization:	EPAR01ORA	Duty Station:	
Card:	NO ADVANCE	Office Address:	5 Post Office Square Suite 100 Boston, MA 01209
EMAIL:	dunn.alexandra@epa.gov	Office Phone:	617-918-1012

Document Information

Trip Number:	1
Purpose:	Provide presentation to American Law Institute on EPA priorities and initiatives. Alex is accepting ALI's offer of one night of lodging 2/7 which is approved by OGC Ethics. Washington Plaza Hotel - Confirmation #: (b) (6) Alex is lodging the rest of her trip with family. 3rd Party Billing Form will be submitted to the travel help desk via email

Itinerary Locations

From	To	Itinerary Location	Purpose	Per Diem Rates
02/07/18	02/11/18	WASHINGTON, DC	4-SPEECH OR PRESENTATION	201.00 / 69.00

Document Totals

Total Expenses:	587.24
Reimbursable Expenses:	587.24
Non-Reimbursable Expenses:	.00
Advance Applied:	.00
Net to Traveler:	197.73
Net to Government:	.00
Pay to Charge Card:	389.51

Document Totals by Expense Category

Expense Category	Cost	Advance Amount
Com. Carrier	156.86	.00
Hotel Tax	23.53	.00
Lodging-PerDiem	159.00	.00
M&IE-PerDiem	172.50	.00
Mileage	26.16	.00
Misc Expense	34.44	.00
Transaction Fees	14.75	.00
Total Expenses:	587.24	.00

Trip 1 Details**Reservations Summary**

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	American Airlines	(b) (6)		148.60
COMM-CARR	American Airlines	(b) (6)		.00

Trip Itinerary

From: BOS-Boston, MA (USA) (Logan IntL. Apt) TO: DCA-Washington, DC (USA) (National Apt)

Air

Wednesday February 07, 2018

BOS-Boston, MA (USA) (Lo to DCA-Washington, DC (USA))

Feb 07 American Airlines 2120 Duration: Unknown Nonstop
 Boston, MA (USA) (Logan IntL. Apt) 02/07/2018 7:00PM Washington, DC (USA) (National Apt) 02/07/2018 8:54PM
 Confirmation Number (b) (6)

Flight Information

Distance 398 miles

No Seat Assigned

Emissions 155.2 lbs of CO2

Cost 148.60 USD

Sunday February 11, 2018

DCA-Washington, DC (USA) to BOS-Boston, MA (USA) (Lo

Feb 11 American Airlines 2124 Duration: Unknown Nonstop
 Washington, DC (USA) (National Apt) 02/11/2018 3:30PM Boston, MA (USA) (Logan IntL. Apt) 02/11/2018 5:08PM
 Confirmation Number (b) (6)

Flight Information

Distance 398 miles

No Seat Assigned

Emissions 155.2 lbs of CO2

Expenses

Trip#: 1		Total Non-Per Diem Expenses:	255.74	Total Per Diem Expenses:	331.50
Date	Description	Category	Cost	Pay Method	Per Diem
02/06/2018	Travel Fee	Com. Carrier	8.26	GOVCC	
Comment: OTRS Domestic-Intl w-Air-Rail					
02/07/2018	Airline Flight	Com. Carrier	148.60	GOVCC	
Comment: The RA booked flight home with personal means due to uncertainty of shutdown. Return leg of round-trip flight in Concur was refunded \$74.30. Personal flight costs \$268.30.					
02/07/2018	Hotel Tax (CONUS & OCONUS Only)	Hotel Tax	23.53	GOVCC	
02/07/2018	Lodging	Lodging-PerDiem	159.00	GOVCC	*
02/07/2018	M&IE	M&IE-PerDiem	51.75	PERSONAL	*
02/07/2018	POV-Airport/Terminal	Mileage	26.16	PERSONAL	
02/07/2018	Trans - Airport/Hotel	Misc Expense	34.44	GOVCC	
02/08/2018	M&IE	M&IE-PerDiem	69.00	PERSONAL	*
02/11/2018	M&IE	M&IE-PerDiem	51.75	PERSONAL	*
02/16/2018	TDY Voucher Fee	Transaction Fees	14.75	GOVCC	

Per Diem Allowances

Trip#: 1 Total Per Diem Allowances: 331.50

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B L D Conf%
02/07/2018	201.00/ 69.00	159.00	159.00	51.75	51.75	
02/08/2018	201.00/ 69.00	0.00	0.00	69.00	69.00	
02/09/2018	201.00/ 69.00	0.00	0.00	0.00	0.00	
02/10/2018	201.00/ 69.00	0.00	0.00	0.00	0.00	
02/11/2018	201.00/ 69.00	0.00	0.00	51.75	51.75	

Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
EPAR01ORA	17 ORA-B1	AAT.20172018.B.01A.ZZZME8.ME010100.	GOVCC	388.58
EPAR01ORA	17 ORA-B1	AAT.20172018.B.01A.ZZZME8.ME010100.	PERSONAL	198.66

Totals by Label

EPAR01ORA	17 ORA-B1 Total	AAT.20172018.B.01A.ZZZME8.ME010100.	587.24
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Totals by Payment Method

GOVCC Total	388.58
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PERSONAL Total	198.66
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Document History 04/09/2018 Vch: VCH173631**Copyright 1989-2009 Concur Government Edition: Concur Inc. DUNN, ALEXANDRA D. 02335525**

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	02/16/2018	12:47PMEST	TRUONG, VINH	
PREPARED	02/16/2018	1:14PMEST	TRUONG, VINH	
SIGNED	02/21/2018	7:28AMEST	DUNN, ALEXANDRA D	
AUTHORIZED	02/21/2018	10:50AMEST	HASLETT, BRENDA Marie	
VOUCHER APPROVED	02/22/2018	8:48AMEST	COX, ANGELA D	
PENDING	02/22/2018	8:48AMEST	SYSUTILITY	
OFFSETTING OBLIGATED	02/22/2018	10:03AMEST	One, EAI User	
PENDING	02/22/2018	10:03AMEST	One, EAI User	
PAID	02/22/2018	12:03PMEST	One, EAI User	

I certify that the electronic signatures listed above are valid and on file**SIGNED DATE****Document Signatures**

Traveler/Preparer Name:

Traveler/Preparer Signature: _____

Date: _____

Approver Name: _____

Approver Signature: _____

Date: _____